

## **PROCESS FOR PROVIDERS PROFESSIONAL DEVELOPMENT**

### **Utah State Office of Education**

1. Complete “Request for Prior Approval of Professional Development” application form (on web <http://www.schools.utah.gov/curr/main/ProfessionalDevelopment.htm>). Send to Jamie Ney (Utah State Office of Education, 250 East 500 South, PO Box 144200, Salt Lake City, Utah 84114-4200, [Jamie.ney@schools.utah.gov](mailto:Jamie.ney@schools.utah.gov)) at least three weeks prior to the beginning meeting for the proposed course.
2. Receive a CACTUS number (needed for CACTUS credit) if the professional development activity meets the high quality, sustained, and intensive criteria of the No Child Left Behind legislation. In order to receive CACTUS credit the professional development activity must meet the following criteria. (Participants in activities that do not meet these criteria may still receive points towards re-licensure.)
  1. Is of sufficient duration to ensure a positive and lasting impact on classroom instruction and teacher performance in the classroom.
  2. Improves Content Area Teaching and Learning.
    - a. Improves and increases teachers’ knowledge of the subject content.
    - b. Aligned directly to the Core.
    - c. Advances understanding of effective instructional strategies for **ALL** students that are research-based.
    - d. Provides assessment strategies to ensure understanding.
    - e. Provides instruction in the use of data and assessments to inform instruction.
  3. Increase the Number of Qualified Educators.
    - a. Ensures highly qualified teachers in every classroom.
    - b. Focused on target audiences and greatest needs.
  4. Aligned with state, district, and/or school professional development plans.
  5. Developed with extensive participation of teachers, principals, parents and administrators.
  6. Is regularly evaluated for their impact on teacher effectiveness and improved academic achievement
3. Maintain an accurate list of participants and contact hours. This list must include:
  - a. participants’ names
  - b. participants’ CACTUS ID numbers
  - c. type of credit awarded
  - d. participants’ school
  - e. participants’ grade
  - f. categorization of participants as teachers, administrators, or other
4. If the professional development activity receives CACTUS credit, complete “Request to Award Professional Development Credit for Approved Course” (on web, [http://www.schools.utah.gov/curr/main/documents/2007-08\\_Professional\\_%20Development\\_Projects\\_Reporting.doc](http://www.schools.utah.gov/curr/main/documents/2007-08_Professional_%20Development_Projects_Reporting.doc)). Send the completed form to the appropriate Curriculum Specialist at USOE. Include or send separately to Jamie Ney an electronic copy of your participant list.

5. If the professional development activity receives CACTUS credit, USOE will record the credit in participants' CACTUS record.

**Types of Credit possible for professional development are as follows:**

University Credit	USOE Credit	Re-Licensure Points Only
<ul style="list-style-type: none"><li>▪ Recorded on CACTUS if it meets NCLB criteria</li><li>▪ Credit placed on transcript</li><li>▪ Teachers must pay recording fee</li><li>▪ Counts towards re-licensure</li></ul>	<ul style="list-style-type: none"><li>▪ Recorded on CACTUS if it meets NCLB criteria</li><li>▪ 14 contact hours plus completion of assignment (4 hours). 18 hours total = 1 credit</li><li>▪ Counts towards re-licensure</li></ul>	<ul style="list-style-type: none"><li>▪ Meets re-licensure criteria</li><li>▪ Points awarded per contact hour</li><li>▪ Teacher receives re-licensure certificate</li></ul>